



# Flats Sequencing System (FSS) Industry Webinar Part 2

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December 30, 2013

- **Review of FSS Webinar 11/14/13**


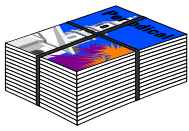

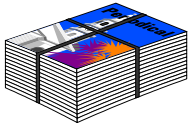

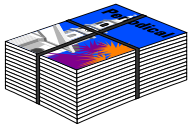
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- **Field Operations Readiness**
- **System Changes to Support FSS**
- **Responses to inquiries submitted in advance**
- **Conclusions & Questions**

# FSS mail prep makeup

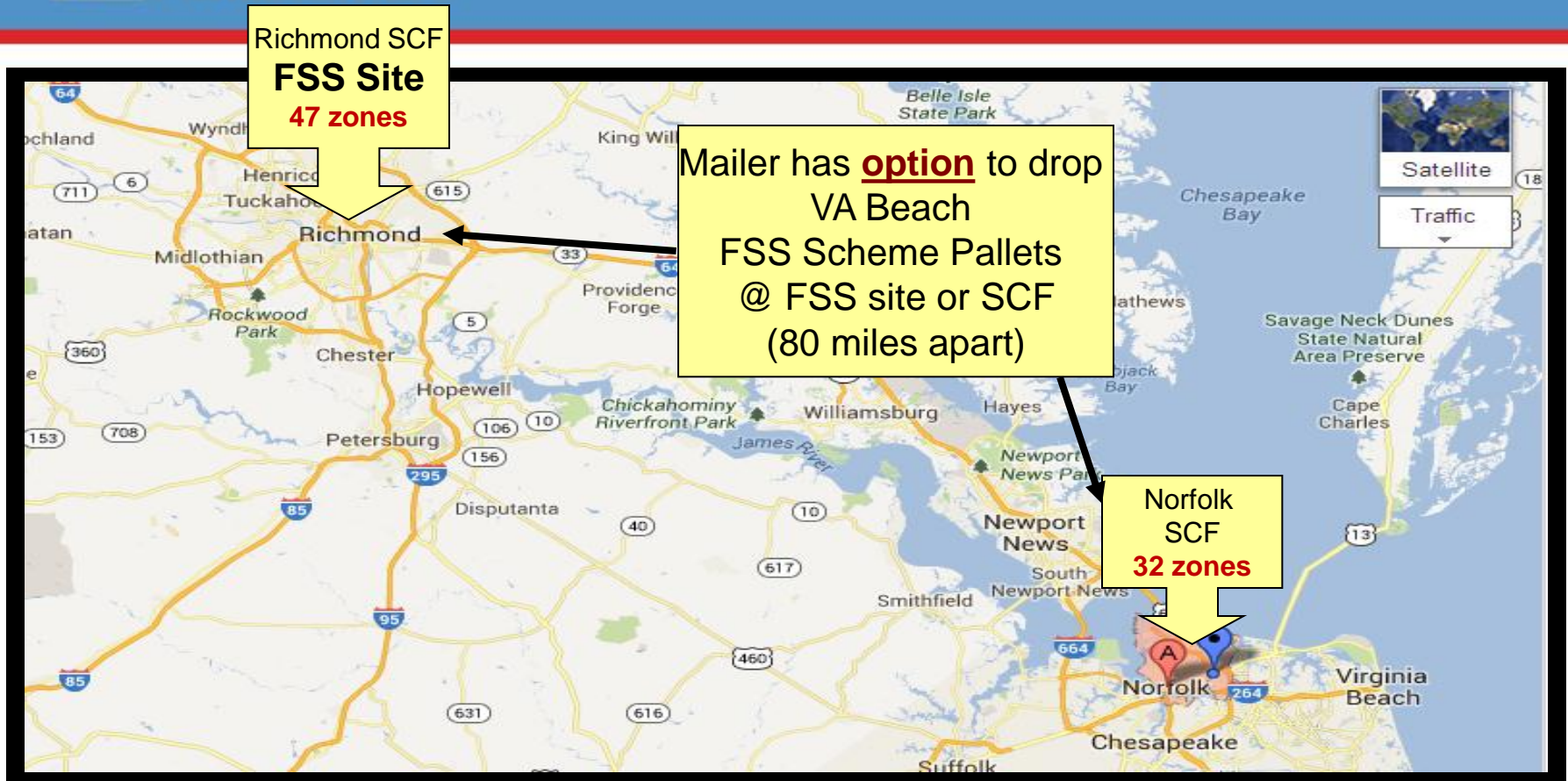
- **FSS scheme bundles**
  - Make bundles to match FSS sort-schemes (sort programs)
- **FSS scheme containers**
  - Make containers of FSS scheme bundles to match a single FSS sort program
- **FSS facility containers**
  - Make containers of bundles for multiple FSS sort programs at a single FSS site



<i>Pallet Description</i>	<i>Bundle Make-up</i>	<i>Mail Flow (1<sup>st</sup> handling)</i>
<p><i>Required @ 250 lbs</i></p>  <p><b>FSS Scheme Pallet</b> <i>All bundles on pallet for same FSS sort program</i></p>	 <p>Bundles prepared for a single FSS sort program</p>	<p><b>Stand Alone Mail Prep (SAMP)</b></p> <p>Bypasses all bundle distribution</p>
<p><i>Optional</i></p>  <p><b>FSS Facility Pallet</b> <i>Pallet contains bundles for any or all FSS sort programs processed in FSS site</i></p>	 <p>Bundles prepared for a single FSS sort program</p>	<p><b>APPS / APBS</b></p> <p>Enables managing batting order of FSS zones and queue for bundle distribution</p>
 <p><b>Other Presort Pallets or Sacks</b> <i>May contain FSS scheme bundles along with other presorted bundles</i></p>	 <p>Automation compatible bundles CR-RT, 5-D, FSS scheme and SCF</p>	<p><b>APPS / APBS</b></p>

- ❑ FSS bundle and container prep required in FSS zones (labeling list L006)
  - FSS scheme bundle allowed at any container presort level – e.g. MADDC, ADC, 3D, SCF, FSS
  - FSS scheme bundle allowed entry at Origin, DNDC, DADC, DSCF, DFSS
  - No FSS scheme bundles may be DDU entered
  - FSS scheme bundle minimums – Periodicals 6, Standard 10, or 3” for either regardless of number of pieces
- ❑ In co-mail operations have option to prep HD or HD+ under FSS rules
- ❑ Also option for pure HD or HD+ to prep to FSS rules if automation compatible
- ❑ Periodicals claiming in-county prices along with the out-of-county up to 5,000 pieces in the same mailing continues with current prep
- ❑ First Class & Saturation flats are excluded from FSS prep requirements

- **Encourage entry at FSS facility**
  - Established DFSS (FSS facility) entry rate structure
    - Approximately **50%** of FSS zones sequenced at a site are from another SCF
    - STD – piece discount \$0.001 for pieces on FSS Scheme Pallets entered at DFSS
  - No pallet charge for Periodicals scheme pallets at DFSS (DSCF rate applies)
    - Only the pallet charge is waived, not all containers (trays and sacks must pay container charge)
- Allow Periodicals, Standard Mail, and BPM bundles on same pallets (at Standard Mail service standards)
  - Planned for a future release, but not available in January



**FSS Scheme Pallet for VA Beach zones dropped at SCF Norfolk by mailer – CET 11:00 AM**

- FSS zones for one scheme only - requires transport to Richmond
- Qualifies for DSCF discounts

**FSS Scheme Pallet for VA Beach zones dropped at Richmond P&D (FSS site) by mailer – CET 11:00 AM**

- FSS zones for one scheme only – mailer transports to Richmond
- Qualifies for DSCF discounts and DFSS discount (effective 1/26/14)

**FSS Scheme Pallets can also be entered at Origin, DNDC, etc., but not at the DDU level**



- FSS Scheme Pallets Dropped at an DFSS Location
- Utilize the “Other” checkbox on PS Form 8125
- Future Form will be updated to read “Other (International, DFSS)”

United States Postal Service® <b>Plant-Verified Drop Shipment (PVDS)</b> <b>Verification and Clearance</b> This form available at <a href="http://www.usps.com">www.usps.com</a>				1. Requested In-Home Delivery Date (3-day window)		2. Drop Ship Appointment Number	
See Instructions on Reverse				3. Mailer Name		4. FAST Scheduler ID	
5. Mailer Contact Name				6. Mailer Contact Telephone (Include area code)			
7. Origin Plant Location (City, state, ZIP+4®)				8. Check One <input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece lbs. <input type="checkbox"/> Nonidentical-Weight Pieces			
9. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Std. Mail <input type="checkbox"/> Package Services <input type="checkbox"/> International (Specify class)				10. Product or Publication Title or Names			
11. Total Gross Weight of Shipment (Verified at origin office)				12. Type of Mail Processing Category (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels			
<b>Mailer Information</b>		13. Pallets		a. No. Pallets of Trays	b. No. Pallets of Sacks	c. No. Pallets of Parcels	d. No. Pallets of Bundles
		i. 5-Digit					
		ii. 5-D Scheme					
		iii. 5-D CR					
		iv. 5-D Scheme CR					
		v. 3-D					
		vi. All Other					
Optional if Pallet Presort is Known		13e. Non-Palletized Containers					
		i. No. of Bundles					
		ii. No. of Trays					
		iii. No. of Sacks					
		iv. No. of Parcels					
		v. No. of Other (Describe)					
14. Entry Discounts Claimed <input type="checkbox"/> DDU <input type="checkbox"/> DBMC <input type="checkbox"/> Mailing Includes Pieces For Delivery Outside Service Area of Entry Office. (Check all that apply) <input type="checkbox"/> DSCF <input type="checkbox"/> International Service Center (ISC) <input type="checkbox"/> DADC <input type="checkbox"/> Other (International):							

**X** Other (International):



- **June 2013**
  - **Presented FSS Scheme Pallet Entry Process to Postal Service Area Managers, In-Plant Support**
- **July – November 2013**
  - **Worked with the field to identify and resolve issues associated with entry at FSS sites that previously did not accept drop shipments**
- **December 9, 2013**
  - **Conducted Webinar with the field to provide guidance and answer questions at the operational level for all 46 FSS sites**

- **System Changes**

- FSS Labeling List (L006)
  - Updated FSS labeling list released to incorporate 5-digits that are compatible on FSS
- FAST- Drop Ship Product File (MDF)
  - Updated drop ship product file to include FSS discount indicators

- **Key Dates**

- **January 15, 2014**
  - Updated L006 (FSS) labeling list released
    - eOPF
    - FAST- labeling list file download
  - Updated drop ship product file (MDF) released with FSS discount indicators
- **January 26, 2014**
  - Mailers begin making FSS appointments at FSS sites
- **February 1, 2014**
  - Mailers begin entering FSS scheme pallets at FSS sites

- Important Notes

- Mailers can enter the FSS scheme containers of bound printed matter flats (BPM) at the FSS facility
  - To identify the correct FSS facility use the class value of “STFS” from the mail direction file
- July 2014 codes of STFS, PEFS, and NEFS will be eliminated from the mail direction file. Mailers will be expected to code to the values in the mail direction file

- **Are all flats mailed to FSS zones required to be in FSS scheme bundles?**
  - **Most automation compatible flats mailed at Periodicals, Standard Mail or Bound Printed Matter rates are required to utilize FSS prep as of January 26, 2014. No changes are required for First Class flats and they should not optionally utilize FSS prep.**
- **Will Saturation, High Density and High Density Plus flats bypass FSS processing?**
  - **Currently Saturation Mail bypasses FSS processing. Saturation flats are already sequenced to cover all or nearly all of a carrier's route. High Density and High Density Plus flats will be processed on FSS if they are compatible with processing and available during the operational window. HD and HD+ mailings may optionally utilize FSS prep if automation compatible. It is highly recommended that no unbound flats be placed in FSS scheme bundles.**

- **How will bundle preparation change?**
  - FSS processing is facilitated by mail prep and entry that is aligned with the FSS operating plan. Preparing mail to FSS schemes (which typically cover a larger geographic area than a single zone or ZIP code) will be the required preparation. Flats that are required to follow FSS preparation will no longer be separated into Carrier Route, 5-digit, 3-digit, ADC or MACD bundles. FSS scheme bundles will simplify both bundle preparation and pallet construction.
- **Does FSS prep impact the entire nation?**
  - Only the zones identified on labeling list L006 receive sequenced flats from FSS machines. The majority of the country does not have FSS equipment.

- **How will firm bundles be handled?**
  - **No changes are required for preparing firm bundles and no change will occur in operations at this time.**
- **Since pallets with FSS zones requiring bundle sorting have a CET of 08:00, will FAST appointment windows be expanded to accommodate additional drops prior to 08:00?**
  - **FAST appointment windows are determined locally for each facility based on their operating profile.**

- **Can pressure sensitive stickers still be used in place of an OEL?**
  - **FSS scheme bundles must be identified as 5-digit scheme presort, either with an optional endorsement line (OEL) under 708.7.0 or with a red label “5 SCH” barcoded pressure-sensitive bundle label.**
- **Should non-automation flats be prepared for FSS?**
  - **All flats meeting DMM 301 requirements may be prepared for FSS.**



- **There are redirections for DSCF flats at some FSS sites. Where should I drop my FSS scheme containers?**
  - **FSS scheme containers may be dropped at either the DSCF or DFSS site and receive the DSCF discount; however, only FSS scheme pallets dropped at the DFSS site will receive the DFSS incentive (Standard and Periodicals). For about 50% of the FSS zones the DSCF and DFSS are the same location. If the scheme pallet is dropped at the DSCF which is not co-located with the DFSS site, the redirection must be followed.**
- **Can I prepare FSS scheme bundles in trays in lieu of sacks?**
  - **You may prepare Periodicals flats in trays per 707.20.4.2. Currently Standard Mail does not allow preparation in trays.**

- Cathy Moon – Manager, Operations Integration and Support
- Steve Monteith – Manager, Pricing
- Garrett Hoyt – Manager, Mail Entry
- Shariq Mirza – Mail Entry and Payment Technology Support
- Bill Chatfield, Classification Specialist
- Audrey Meloni, Classification Specialist
- Bobby Miller, Operations Specialist
- Abby Martin, Manager, Network Analytics

